

CHEPPING WYCOMBE PARISH COUNCIL

Finance and General Purposes Committee

Report of the meeting to be held on **Tuesday 1 October 2024 at 7.30pm** at the Council Office, Cock Lane, Tylers Green,
High Wycombe Bucks HP10 8DS

The meeting was open to members of the public and press

Present:	Cllr A Barron – Chairman	Cllr J Herschel
	Cllr I Forbes – Vice-chairman	Cllr R Wilks
	Cllr C Dodds	Cllr H Darch
	Cllr K Wood	Cllr K Griffiths
	Cllr D Johncock (ex-officio)	Cllr L Webb

Also present: Cllr L Johncock

FGP/24/001 **Apologies for absence**
Apologies were received and approved from Cllr Willis (prior engagement).

FGP/24/002 **Declarations of members' interests in agenda items**
There were none.

FGP/24/003 **Staff Matters -Absence Report**
Members received a verbal report from the clerk advising that one member of staff had been off for 7 days with a potential of a further 13 days off due to recovery from eye surgery.

FGP/24/004 **Health & Safety Report of any incidents**
Members were asked to note that there had been one incident since the last committee meeting in April. On the 14 June one of the grounds team jarred his back while crown lifting lime trees on the Back Common, Tylers Green. He stepped back on some hidden/rotten shuttering on the parking bay. The shuttering has been removed and will be replaced along with the boundary posts during the autumn/winter. No absence was caused by the incident.

Members were also asked to note that at the time of agenda circulation there had been 73 incident free days.

1 Update on Peninsula

Members were asked to note that a meeting with two consultants from Peninsula had taken place on 4 September. A Fire Risk Assessment along with a Health & Safety Policy are awaited, as soon as the documents are available, they will be taken to the next Finance & General Purposes or full Council meeting for review – whichever is the earlier.

FGP/24/005 **Policies and Procedures**

1 Financial Regulations

Members were asked to consider with a view to recommend the updated Model Financial Regulations for England and Wales for adoption at full Council. All changes proposed at the meeting had been noted with a view to combining both our document and the model document.

It was RESOLVED that;

The document be combined as discussed and recommended to the next full Council for adoption.

2 Risk Register

Members were asked to note that the Register had been updated as suggested at the last committee meeting with HR matters being mitigated by engagement of Peninsula Business Solutions.

FGP/24/006 **Investing**

Members were asked to consider with a view to recommend to Council investing the amount of £250k with CCLA along with agreeing that Cllr K Wood, Cllr A Barron, Cllr I Forbes, Cllr S Herron and Mrs W

Thompson (Clerk/RFO) be authorised to invest on behalf of the parish council. Members were happy with the initial level of investment.

It was RESOLVED that;

Investment in the sum of £250k would be recommended to full Council for approval along with the authorised signatories being Cllr K Wood, Cllr I Forbes, Cllr S Herron, Cllr A Barron and Mrs W Thompson.

FGP/24/007

In-house Auditors

Members were asked to consider the appointment of two members of the committee to act as in-house auditors for the financial year 2024/25.

It was RESOLVED that;

Cllr C Dodds and Cllr L Webb be appointed as the in-house auditors for 2024/25.

FGP/24/008

Grants

Members were asked to note that there was currently £4,500 remaining in the budget.

1 Flackwell Heath Residents' Association

Members were asked to consider with a view to recommend to full Council the grant application from the Flackwell Heath Residents Association for £2,748.18 as a 50% contribution towards the Christmas Lights display in the village

It was RESOLVED that;

The grant award of £2,748.18 be recommended to full Council as a non-recurring grant.

2 Flackwell Heath Tennis Club

Members were asked to consider with a view to recommend to full Council the grant application from the Flackwell Heath Tennis Club for a sum of between £15 - £20k for replacement fencing.

It was RESOLVED that;

The Club be asked to send through further information on who else they had approached for a grant applications for the fencing. At the moment the request was declined.

Cllr Webb asked that the application be sent to Cllr Digby for comment and background.

FGP/24/009

Publicity

Members were asked to note that a meeting was being arranged to discuss the content of the next newsletter.

FGP/24/010

Community Board

Members were asked to note the report from Cllr Barron on any progress with the current projects. There had been issues with staff sickness therefore leaving a lot of pending decisions of applications. Cllr Forbes asked if there had been any progress on the new revised structure. Cllr D Johncock advised that nothing had been confirmed to date.

FGP/24/011

Neighbourhood Action Group (NAG)

Members were asked to note the minutes from the last NAG meeting held on 26 June 2024. Members were also asked to note that the next meeting is due to be held on 22 October in the Tylers Green Village Hall.

Cllr D Johncock advised that there were 3 new trained volunteers for Community Speed Watch in Flackwell Heath.

FGP/24/012

Annual Return and Governance Statement

Members were asked to note that the Annual Return and Governance Statement had been returned from the external auditors with no comments. The Clerk was thanked for the work undertaken on the year-end.

Budget**1 Precept Timetable**

Members were asked to note that the next cycle of committee meetings would be the start of the new financial year budget setting process. The committee budgets would be taken to the Finance & General Purposes committee meeting before final approval by full Council on 19 December. Proposals for this committee need to be with the Clerk by 18 November. This allows time for any minor changes prior to 30 January when the precept request needs to be with Buckinghamshire Council.

Members were asked to note that the second and final precept payment for this financial year was received in the bank account on Friday 13 September in the sum of £202,905.21.

2 Budget

Members were asked to consider a proposal to increase committee budgets overall by 10% on the current year's figures.

It was RESOLVED that;

The proposal would require more thought before any approval or recommendation could be given.

Members were also asked to consider the budget code for Rent 405 1001 to be moved from Finance & General Purposes and transferred to Open Spaces.

It was RESOLVED that;

This was an admin issue that would have a budget neutral effect.

Members were asked to note that for the next financial year new budget headings would be created to encapsulate Human Resources and Health & Safety.

3 Committee Finances (Period 5) August

Members were asked to note the summary of income and expenditure by committee.

4 Council Finances (Period 5) August

Members were asked to note the summary of the Council's financial position. The Clerk advised that there would be an increase in Open Spaces expenditure with planned tree work being undertaken.

5 Community Infrastructure Levy (CIL)

Members were asked to note that the budget line for CIL currently stands at £45,879.56. These funds are to be used for community benefit and need to be spent within a timeframe as below:

£14,112.23	2025/26
£31,767.33	2026/27

Cllr Herschel asked where he could find the CIL criteria. The Clerk advised that this would be found on the Buckinghamshire Council website under Community Infrastructure Levy.

6 Five-Year Plan

Members were asked to note that the Five-Year Plan is currently under review.

Questions from council members and the public

Cllr L Johncock asked what was happening with the Joint Skatepark Project with Wooburn & Bourne End Parish Council. Cllr D Johncock, Cllr Barron and Cllr Webb had attended a recent meeting and shared that not much progress was/has been made.

FGP/24/015

Accounts for Payment

The accounts for payment were circulated at the meeting for consideration by councillors.

It was RESOLVED that;

the accounts for payment be approved and cheques numbered 11368 to 11379 be signed BACS payment for Barclays Payflow and direct debits to EE, E-ON Next, HMRC, Grenke Leasing Ltd, NEST, Peninsula Business Service and be approved for payment.

Date and time of next meeting: Tuesday 3 December 2024 @ 7.30pm

Signed: 

Dated: 15 October 2024

Pending expenditure transactions

1-Oct-24

PO	Chq	Invoice No	Supplier	Detail	Net	VAT	Amount
	11368	5217	BALC	Replacement for cheque 11320	2,356.41	0.00	2,356.41
x	11369	0340/34002267	Briants of Risborough	Boots and rope	127.19	18.23	
x	11369	0340/34002266	Briants of Risborough	Belt drive unit for hand mower	11.33	2.27	
	11369	Credit note	Briants of Risborough	Credit for Stihl lock housing	-3.37	-0.67	
	11369	Credit note	Briants of Risborough	Credit handling charge	-1.13	-0.23	153.62
	11370	323868	Broxap Limited	Wheelie bin container - Green Dragon	551.00	110.20	661.20
x	11371	49775	Penn Motor Company Ltd	Lamp assembly, mirror repeater and glass	332.19	66.43	398.62
x	11372	2980297	Spaldings Limited	Gloves x 30, paper towels	173.90	34.78	208.68
x	11373	4756393	Viking	Lever arch files and other stationery	69.29	13.86	83.15
	11374	5540	SparkX Ltd	Replacement for cheque 11334	581.60	116.32	697.92
	11375	473716	Clarity Copiers Ltd	Photocopy charges - Sep	110.99	22.20	133.19
x	11376	468048	Country Supplies	Sawn posts and other materials for lean-to at depot	726.18	145.24	871.42
x	11377	11488	K & S Walker Ltd	Skip for depot	365.00	73.00	438.00
x	11378	OAS10124320	Origin Amenity Solutions	Paint	137.30	27.46	164.76
	11379	5702	SparkX Ltd	High priority works to 9 LED lights in Loudwater	4,777.15	955.45	
	11379	5705	SparkX Ltd	Emergency call out to light hit by vehicle in Chapel Rd	580.00	116.00	6,428.60
	BACS		Barclays Payflow	Salaries & LGPS - September	12,413.86	0.00	12,413.86
DD	V02270495503		EE	Mobile phone - Sep	21.48	4.30	25.78
DD	KI-031-D95C6-0038		E-ON Next	Gas - council offices - Sep	84.49	4.22	88.71
DD			HMRC	Tax & NI - Sep	3,169.02	0.00	3,169.02
DD	422845/2024		Grenkeleasing Ltd	Photocopier rental Oct - Dec	149.28	29.86	179.14
DD			NEST	Pension - Aug - WT & CJ	685.95	0.00	685.95
DD			NEST	Pension - Sep - WT & CJ	685.95	0.00	685.95
DD	U004502179		Peninsular Business Serv	Provision of business services - H&S - Sep	192.65	36.38	229.03
DD	U004492685		Peninsular Business Serv	Provision of business services - HR - Sep	150.90	28.50	179.40
DD	1566239		SSE	Footway lighting - Aug	64.48	9.70	74.18
					28,513.09	1,813.49	30,326.58

Income received since last committee meeting over £500.00

CR			Flackwell Heath Minors	550.00	0.00	550.00
CR			Allotment renewals	728.00	0.00	728.00
				1,278.00	0.00	1,278.00

Signed: *Kevin Roberts*

Date: *2/10/2024*

Signed: *Katherine S A Wood*

Date: *2/10/24*

The RFO confirms that all goods and services have been received and that the invoices are accurate.

We have compared the invoice against the direct debit and payflow payments as above, along with the relevant purchase order details against the cheques